



## DUTY STATEMENT

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| <b>DIVISION</b>   | <b>CLASSIFICATION</b>  | <b>POSITION NUMBER<br/>(Agency-Unit-Class-Serial)</b> |
| Coastal Field   | Senior Park Aide (Seasonal)  | 549-916-1035-901                                      |
| <b>DISTRICT/HQ SECTION</b>  | <b>WORKING TITLE</b>   | <b>CBID</b>   |
| Angeles   | Special Event and Film Support<br>Senior Park Aide   | E   |
| <b>SECTOR/HQ UNIT</b>   | <b>REPORTING LOCATION</b>  | <b>INCUMBENT</b>                                      |
| Topanga   | Will Rogers State Historic Park<br>Special Event Office  |   |
| <b>STATE HOUSING: (Check one)</b>   |  | <b>IMMEDIATE SUPERVISOR</b>                           |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input checked="" type="checkbox"/> Housing is not available   |  | Staff Park and Recreation Specialist                  |
| <b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>  |  |   |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>   |  |   |
| <b>POSITION DESCRIPTION</b>   |  |   |
| <p>Under the direction of the Special Event and Filming Staff Park and Recreation Specialist (SPRS), the Special Event Senior Park Aide will travel Districtwide to lead and train Park Aides to provide public permittees with accurate information on park rules and regulations. The Special Event Senior Park Aide provides interpretive enforcement and customer support when permittees are filming on park property. The Special Event Senior Park Aide helps ensure that permittees follow the regulations set forth in their permit, help resolve issues for the permittee and other park staff as it relates to the monitoring of an event and/or film and assists with permittee-related issues. The Special Event Senior Park Aide also checks park facilities, reports problems, executes minor housekeeping activities, and prepares routine reports.</p> |  |   |
| <b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>  |  |   |
| <b>ESSENTIAL FUNCTIONS:</b>   |  |   |
| <b>%</b>  | <b>TASK/DUTIES</b>   |   |
| <b>30%</b>  | <b>Special Event &amp; Film Monitoring</b><br>Travel to permit holder special events and/or film productions throughout the Angeles District to clearly communicate permit guidelines and restrictions. Report any issues or emergencies effectively and efficiently, assisting permittees with appropriate alternatives, if necessary. Utilize interpretive enforcement to communicate the rules and regulations of the park to both permittees and the public. Assist visitors in the daily use of the parks while events or filming are occurring and provide alternative avenues of recreation, if necessary. Enforce parking regulations. |   |
| <b>25%</b>  | <b>Resource Protection</b><br>Utilize interpretive enforcement of the rules and regulations to help ensure all permit holders and other visitors abide by park policies as they relate to the event or film. Ensure permittees and visitors stay on designated paths and maintain a proper distance from protected and sensitive areas and comply with the permit issued. Assist with potential public safety concerns related to resources and resource protection. Report resource protection concerns to supervisor in a timely manner.   |   |
| <b>20%</b>  | <b>Leadership</b><br>Lead and support Park Aides by training them in permit-holder education, special event monitoring, and visitor services. May create work schedules for Park Aides and assist them with  |   |

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|  | timesheet completion. Relieve Park Aides for breaks and lunches. Inspect housekeeping duties performed by Park Aides to ensure work is completed properly. Educate Park Aides and/or Youth Aides on park rules, regulations, and policies as well as customer service to ensure welcoming, consistent and professional public contact work is performed throughout the park.   |             |
| 10%  | <b>Facility Maintenance &amp; Housekeeping</b><br>Enforce and maintain housekeeping as outlined in the special event / filming permit. Pick up litter, empty trash cans, restock or tidy restrooms, clean both event and filming program offices as needed and perform other similar maintenance and housekeeping tasks related to events and films. Maintain and clean equipment and supplies necessary to perform the duties listed above. Assist both Special Event and Filming program staff to perform regular and ongoing inventory of program supplies. Recognize and take steps to correct any safety hazards. |             |
| 10%  | <b>Administration</b><br>Utilize entry-level clerical skills to perform general office duties for both the Special Event and Filming programs, including answering phone calls, responding to emails, filing, maintaining accounting documents, 511's, assisting in scheduling and maintaining District Special Event and Filming calendars.   |             |
| <b>MARGINAL FUNCTIONS:</b>   |  |             |
| %  | <b>TASK/DUTIES</b>   |             |
| 5%   | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.   |             |
| <b>TYPICAL WORKING CONDITIONS</b>  |  |             |
| This position will require long periods of standing, walking, hiking (up and down hills) and climbing stairs in the outdoor elements in inclement weather. Will lift, bend, stoop and kneel.   |  |             |
| <b>TELEWORK DESIGNATION</b>  |  |             |
| <b>This position is designated as: (Check one)</b>   |  |             |
| <input type="checkbox"/> Telemwork Eligible – Office Centered <input type="checkbox"/> Telemwork Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telemwork Eligible   |  |             |
| <b>SPECIAL REQUIREMENTS:</b>   |  |             |
| Possession of a valid Class C Driver's License is required. In the case that a state vehicle is not available for use, the Senior Park Aide will be expected to use their own form of transportation to travel to different parks throughout the district. The Senior Park Aide will travel to all parks within the Angeles District 3-4 days per week. May be required to work weekends and holidays. This position is required to wear a uniform.                          |  |             |
| <b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b> |  |             |
| <b>SUPERVISOR STATEMENT:</b>   |  |             |
| I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.   |  |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>   | <b>SUPERVISOR SIGNATURE</b>  | <b>DATE</b> |
|  |  |             |
| <b>EMPLOYEE STATEMENT:</b>   |  |             |
| I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.   |  |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>   | <b>EMPLOYEE SIGNATURE</b>  | <b>DATE</b> |
|  |  |             |